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28 October 1971

MEMORANDUM FOR: Acting Executive Director-Comptroller

SUBJECT : Records Storage Control Policy.

REFERENCE : Exec. Dir. Memo to DDS, 1 July 71, same subj.

1. This special report from the Records Management Board is for your information only.

2. As requested in paragraph 4 of referent memorandum, the Records Board has examined two specific records problem areas in an effort to provide recommendations concerning:

- a. the development of an Agency policy establishing an "office of record" responsibility for Agency documents; and
- b. the application of an Agency policy limiting the storage of computer-prepared reports to computer-prepared microfilm copies of these reports.

3. The Agency Records Administration Officer and his Staff have since mid-1967 been working with Directorate Records Managers drafting ~~Memoranda~~ "Retention Plans for Permanent Records" that identify Directorate files of continuing legal or historical value and also the "office of record" responsible for the permanent preservation of a record copy.

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4. The Chief, CIA Archives and Records Center, is the overall Project Officer for these Retention Plans. The DDS&T completed its first Retention Plan in 1969 and is currently updating it. A team of DDP and Agency Records Staff Officers prepared a draft Plan for the DDP files in 1967 and it is still in the Office of the DDP Records Management Staff since December 1967. That Office has protested repeatedly to this Chairman that "office of record" identification is the wrong priority. They would prefer to continue work to expand the official CS Records System. This effort, they feel, will eventually lead to a computer listing that can be used to identify "offices of record" at some future date. Until authority, higher than the Board, directs the DDP to complete their Records Retention Plan it will lay as is. The DDI and DDS Directorates have teams actively engaged in developing their Plans. Completion by the end of 1971 is the tentative target. A member of the Agency Records Staff has been assigned to work on the DCI Permanent Records Retention Plan. The initial effort to identify responsible Offices for permanent records will immediately protect our most valuable files and develop new systems and procedures for file control. This experience will then be used in Phase Two during which the "offices of record" will be identified for temporary records which are about ten times more voluminous and complicated.

5. The second problem has been researched by the Directorate representatives to the Board and the Chief at the Agency Records Center. We find no serious problem remains concerning the storage of computer listings in the Records Center. Most components with large listing

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There are more than 23 such COM systems in operation. Other components are drafting COM plans or have discontinued their listing requirements and are removing old lists from storage. Still others are microfilming important stored listings on high-speed rotary cameras. We find a few instances wherein computer reports of only a few pages are too small to consider programming for COM. Consequently no overall policy of mandatory COM Programs would be advisable or enforceable.

6. Therefore, it is the recommendation of the Records Management Board majority that:

a. Although no formal policy announcement is proposed at this time, the Executive Director-Comptroller should advise the Deputy Directors of his desire to have priority attention given to the identification of "offices of record" to eliminate duplicate files, ensure file custody by the organizational element with primary interest, responsibility, or need, and to promote more systematic administration, reference, and preservation or disposal of Agency documentation.  
(A draft memorandum is attached for your consideration.)

b. Because the problem has been overtaken by events and new procedures, no policy announcement is proposed for the requirement that all computer listings be converted to microfilm. The Board believes the Data Processing personnel will continue the existing procedures for the high density compaction of such information listings.

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